

ER 5-9970

COMMISSION ON ORGANIZATION  
OF THE  
EXECUTIVE BRANCH OF THE GOVERNMENT

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GENERAL ACCOUNTING  
OFFICE BUILDING  
WASHINGTON 25, D. C.

August 13, 1954

Honorable Allen W. Dulles  
Director, Central Intelligence Agency  
Washington 25, D. C.

Dear Mr. Dulles:

The Commission on Organization of the Executive Branch of the Government recently established a new Task Force on Paper-work Management in the Executive Department. This task force will study and advise the Commission on the records creation problem, taking up again where the Records Management Task Force of the first Hoover Commission of 1947-49 left off, the tremendous problem of how to reduce the estimated 9,800,000,000 pieces of paper created annually by the Federal Government.

The Commission is attempting to obtain, whenever possible, the services of highly-qualified experts in the records creation field to assist the task force in its studies of problem areas.

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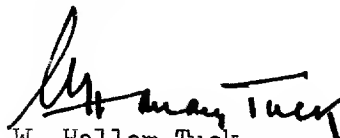
[REDACTED] of your agency, formerly Forms Manager with the Department of the Air Force, and who is generally recognized throughout Government as an outstanding forms management authority, could be of invaluable assistance to the Commission in the task force's study of forms management in the Executive Department. This study, which should be completed no later than January 1, 1955, would probably not require more than eight hours per week of [REDACTED] time, except possibly during development of the final report. Discussion of the programs or affairs of your agency, whether classified or unclassified, would not be required.

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It would, therefore, be deeply appreciated if [REDACTED] could be made available to the Commission on a consultant basis for the duration of the study.

Sincerely yours,



W. Hallam Tuck  
Deputy Executive Director